

EMERGENCY HIRE APPOINTMENT FOR VACANCY AT LITTLE ROCK AFB: GS-1105-06,
PURCHASING AGENT

Now taking resumes for a temporary emergency hire appointment of a purchasing agent (see description of duties below) within the 314th Contracting Squadron/Office at Little Rock AFB, AR. Send resumes to address below (physical mail or e-mail). Do not forget to include transcripts of education achieved, and Veterans please submit copy of DD Form 214 along with your rating from the VA if you have it. This is a temporary emergency hire appointment. Duration of employment is dependent upon availability of funds (anticipated need is for at least 6 – 9 months). Salary starting range is based on a yearly rate of \$33,135.00. Need is immediate.

The primary purpose of this position is to acquire a variety of specialized supplies, equipment, services, or commercial requirements that have unstable price or product characteristics, hard-to-locate sources, or similar complicating factors through open market/small purchases. Performs contract follow-up administrative duties. Performs detailed review of purchase requests for specialized supplies, equipment, services, or commercial requirements in terms of adequacy, consistency, unrestrictiveness of specifications or descriptions, compliance with administrative requirements, and certification of funds. Determines procurement source and method. Solicits oral or written quotes. Receives and reviews formal bids and quotes. Prepares award documentation and performs postaward follow-up. Maintains accurate purchase information in the procurement automated system on purchasing information. Utilizes word processing software and printing equipment to create, copy, edit, and print a variety of standardized documents.

Send Resumes to:

314 CONS/CC1 (Mr Jesse L. Christy)
642 Thomas Avenue
Little Rock AFB AR 72099-4972

E-mail address: jesse.christy@littlerock.af.mil